

Credential Application

Safety and Buildings Division
201 W. Washington Avenue
P.O. Box 7082
Madison WI 53707-7082
Phone (608) 261-8500
TDD #: (608) 264-8777
7:45 a.m. - 4:30 p.m.
www.commerce.state.wi.us

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m)].

**THE CREDENTIAL WILL NOT BE
PROCESSED UNLESS YOU :**

- A. Sign and date this form;
- B. Submit a complete application with all blanks filled in or marked non-applicable;
- C. Attach the specified fee; and
- D. Attach documents if specified on this application.

Instructions: Please review the pre-printed information in the boxed portions of this application. Clearly print corrections or new information where needed. Please use a color of ink other than black. **Be certain to sign and date the application.** The applicant's social security number is mandatory information. **Make a photocopy of the completed application for your records.**

By signing below, the applicant swears that all information provided on this application is true, accurate and that the credential requirements are met. **Notice: Information collected may be used for participation surveys, eligibility for approvals, law enforcement (including child support and tax delinquency enforcement) purposes and other secondary purposes. The Department may also provide this information to requesters pursuant to Wisconsin's open records law, ss. 19.31-19.39 stats. Social security numbers are required when applying for a license according to Wisconsin Stats. But they may not be disclosed to anyone except other State of Wisconsin governmental agencies.**

Applicant's Signature	Date (mo/day/yr)
Applicant Information	
Applicant's Social Security No:	
Applicant's Name (First, Middle and Last):	
Address No. & Street, or P.O. Box:	
City, Town or Village, State, Zip + 4 Code:	
Country, If Other Than United States:	
Telephone No. (include area code):	
If Available, Fax No. (include area code):	
If Available, Internet Address:	

COMMERCIAL ELECTRICAL INSPECTOR CERTIFICATION Cost Code 7631

Reason for Credential: Pursuant s. 101.88 (2), Stats., no person may conduct the inspection of electrical installations in public buildings and places of employment for the purpose of administering and enforcing ch. Comm 16 unless the person holds a credential issued by the department as a certified commercial electrical inspector. Those persons who hold a valid credential as a certified restricted commercial electrical inspector will be issued a credential as a certified commercial electrical inspector upon application for renewal.

New Comm 5 Changes affecting your license: Rule revisions effective August 1, 2004, adjusted the length of terms for some Safety and Buildings Division credentials. Fees were not increased nor were continuing education requirements increased, but were adjusted accordingly to reflect the longer license cycle. The total renewal fee and the required continuing education hours changed as the credentials went from two- or three-year terms to four-year terms. For specific code language, see

A person holding a commercial electrical inspector certification can inspect one- and two-family dwellings.

Requirements of Credential: A person who inspects electrical construction work as a certified commercial electrical inspector shall:

- Maintain a record of the inspections made including the dates and the findings of the inspections;
- Provide a copy of the inspection report to the property owner or his or her agent; and
- Make available to the department upon request his or her inspection records.

A person who holds the credential shall carry on his or her person the credential issued by the department while performing or conducting the activity or activities permitted under the credential.

Education Hours Required to Renew: The renewal of a credential as a certified commercial electrical inspector expiring after June 30, 2006, shall be contingent upon the inspector obtaining at least 24 hours of acceptable continuing education by March 30th of the year the credential expires. A person who holds a credential as a certified commercial electrical inspector may apply to the department for waiver of the continuing education requirements on the grounds of prolonged illness or disability or similar circumstances. Each application for waiver shall be considered individually on its merits by the department.

APPLYING FOR COMMERCIAL ELECTRICAL INSPECTOR CERTIFICATION

A person may obtain a credential as a certified commercial electrical inspector by either one of the following:

- Method 1 Completing the necessary hours of experience and taking and passing the commercial electrical inspector certification examination.
- Method 2 Submitting evidence of holding a current certification as a:
 Master electrician issued under s. Comm 5.42.
 Electrical Inspector or Commercial Electrical Inspector certification issued by the International Code Council
 Electrical Inspector-Master certification issued under the International Association of Electrical
 Inspectors/National Fire Protection Association

Apply for the credential by following the instructions for either method 1 or method 2.

METHOD 1 - Hours of Experience and Examination

Application and Exam Fee (nonrefundable): **\$30.00** Make checks payable to: Safety and Buildings Division. The fee consists of a \$10 application fee and an exam fee of \$20. When the exam is passed, the applicant will be asked to pay a \$30 credential fee which will be prorated because the credential expires on a specific date. The credential, which will be issued after the exam is passed and the prorated credential fee paid, will be effective for 4 years from June 30th. Applications may be hand delivered to 201 W. Washington Ave, Fourth Floor, Madison, WI between the hours of 7:45 a.m. and 4:30 p.m., Monday through Friday.

Qualifications for Examination: A person applying to take a commercial electrical inspector certification examination shall have one of the following:

- At least 1,000 hours per year for at least 6 years of experience in electrical construction work. If a person has successfully completed semesters in a school of electrical engineering or other accredited college, university, technical or vocational school in an electrical-related program, the applicant may claim 500 hours of experience for each semester up to a total of 3,000 hours toward the required experience.
- At least 1,000 hours per year for at least 3 years of experience in electrical construction work and has a degree in electrical engineering from an accredited college or university.
- At least 1,000 hours per year of for at least 3 years experience in electrical construction work and holds a credential under ch. 443, Stats., as a registered professional engineer, a registered architect or a certified designer of electrical systems.

If the experience you gained spanned more than 12 consecutive months use a separate row for each 12 month period. The Time Period does not have to be consecutive years from one row to the next. In the Time Period column fill in the beginning month and year and the ending month and year in which the experience hours were completed. In the Experience Hours column fill in the number of hours claimed for that time period but do not record more than 1000 hours in the column even if you worked more than 1000 hours. If the hours were witnessed by more than one person, the hours witnessed by each person must be filled in on separate rows. Photocopies of this page may be made if you need additional room or would like to mail to witnesses to sign. The witness

must have observed or had knowledge of the number for work hours performed in electrical construction. Electrical construction means the design, installation, inspection or supervision of electrical wiring. Electrical wiring means all equipment , wiring, material, fittings, devices, appliances, fixtures and apparatus used for the production, modification, regulation, control, distribution, utilization or safeguarding of electrical energy for mechanical, chemical, cosmetic, heating, lighting or similar purposes as covered by the scope of ch. Comm 16.

Time Period		Experience Hours	Hours Witnessed by (please print or type)	Signature of Witness	Telephone Number of Witness
Began Month/Yr	Ended Month/Yr				

For each semester in a school of electrical engineering or an electrical-related program, specify the beginning and ending date of the semester, record 500 hours of experience, write the name of the school, and **ATTACH** a copy of the official transcripts from the school to this form. Photocopies of transcripts will not be accepted. No experience hours should be recorded if official transcripts are unavailable.

Time Period		Experience Hours	Name of School
Began Month/Yr	Ended Month/Yr		

If you hold a credential issued under ch. 443, Stats., as a Wisconsin registered professional engineer, registered architect or a certified designer of electrical systems ATTACH a photocopy of your credential.

In order to obtain the credential the applicant must obtain a score of at least 70% on an examination. The exam will cover chapters Comm 5 and Comm 16 (Electrical Code-Vol. 2), Wisconsin Administrative Code; and the National Electrical Code (NEC) (starting May 1, 2003, it will be based on the 2002 edition). Copies of current Wisconsin Administrative Codes may be obtained from Document Sales @ (608) 266-3358 or @ (800) 362-7253. Copies of current National Electrical Codes may be purchased from the National Fire Protection Association @ (800) 344-3555.

To schedule an exam:

- In the table below circle the month you would like to take the exam and the city in which you would like to take the exam. Record a telephone number where you can be reached during the day in case the exam center is filled for that date. The department will attempt to call and offer exams at available sites or dates.
- Submit the **FEE AND THIS APPLICATION** with the month and city circled for the exam to the division **at least 30 days in advance of the exam date chosen**. Note you may wish to keep a copy of this letter for your records.

Exam Name:		This is a 4-hour exam and will be scheduled for the a.m. [<input type="checkbox"/>] a.m. session (7:15) or [<input type="checkbox"/>] p.m. session 11:45	
Circle the exam location of your choice below. Then below the location, circle the day you would prefer to take the exam.			
Wausau All Categories	Black River Falls No Soil Testers	Madison All Categories	Pewaukee No Soil Testers
2004 Exam Schedule			
	August 5	August 10	August 17
September 14		September 28	September 21
	October 7	October 12	October 19
November 9		November 16	November 23
		December 14	December 21
2005 Exam Schedule			
<i>LA CROSSE</i> <i>Days Inn and Conference</i> <i>Center</i> <i>101 Sky Harbour Dr</i> <i>608-783-1000</i> <i>Soil Testers</i>	<i>GREEN BAY</i> <i>Regency Suites Hotel</i> <i>333 Main St</i> <i>920-432-4555</i> <i>Soil Testers</i>	<i>MADISON</i> <i>Sheraton Inn</i> <i>706 John Nolen Dr</i> <i>608-251-2300</i> <i>Soil Testers</i>	<i>PEWAUKEE</i> <i>Waukesha County</i> <i>Technical College</i> <i>WCTC</i> <i>800 Main St</i> <i>262-695-3474</i> <i>Pat Kraft</i>
	January 4	January 11	January 19 Wednesday
February 8		February 15	February 22
	March 9 Wednesday	March 15	March 22
April 5		April 12	April 19
	May 11 Wednesday	May 24	May 17
June 7		June 22 Wednesday	June 14
	July 12	July 26	July 19
August 9		August 23	August 16
	September 13	September 27	September 20
October 25		October 11	October 18
	November 8	November 22	November 15
		December 13	December 6

Day phone number:

A letter confirming the exact date, time and location will be sent to you.

METHOD 2 - Holding a Current Master Electrician Certification

The fee for applying for the credential using method 2 is as specified in the following table:

Month Application is mailed	Fee	Month Application is mailed	Fee	Month Application is mailed	Fee
January	\$36.25	May	\$33.75	September	\$38.75
February	\$35.63	June	\$33.13	October	\$38.13
March	\$35.00	July	\$40.00	November	\$37.50
April	\$34.38	August	\$39.38	December	\$36.88

Record the amount of the fee you will be sending in the box below:

Fee Submitted (nonrefundable):

\$

class code 7631

Make checks payable to: Safety and Buildings Division. The fee consists of a \$10 application fee and a prorated \$30 credential fee. The credential will be effective for 4 years from June 30th. Applications may be hand delivered to 201 W. Washington Ave, Fourth Floor, Madison, WI between the hours of 7:45 a.m. and 4:30 p.m., Monday through Friday.

ATTACH to this form a copy of current certification as a:

Master electrician issued under s. Comm 5.42.

Electrical Inspector or Commercial Electrical Inspector certification issued by the International Code Council

Electrical Inspector-Master certification issued under the International Association of Electrical Inspectors/National Fire Protection Association

REFERENCE MATERIAL ORDER FORM

If you have questions regarding your order, contact the Material Orders Unit, (608) 266-1818. If you have questions regarding your credential program, contact the Credentialing Unit, (608) 261-8500. TDD/VOICE RELAY: 1-800-947-3529.

PLEASE ALLOW 10-15 WORKING DAYS FROM OUR RECEIPT OF YOUR ORDER FOR THE DELIVERY OF YOUR REQUESTED MATERIALS.

Please fill in the number of documents desired in the quantity column. Please also fill in both the cost(s) and the grand total amounts.

Form #	Revision Date	Document Title	Qty.	Price	Cost
SBD-7003-P	8/95	Plumbing - "Blue Print & Drafting One"	x	\$10	
SBD-8536-P	1/02	Plumbing - "Cross Connection Control Manual"	x	\$10	
SBD-8869-P	6/03	Plumbing - "Drain and Vent System Design"	x	\$10	
Orders 400-499	1952	Elevator Code	x	\$5	
IND 4	1957	Elevator Code	x	\$5	
IND 4	1970	Elevator Code	x	\$5	
Chapter ILHR 18	1988	Elevator Code	x	\$5	
SBD-8036-P	9/02	Plumbing - "Sizing the Water Supply System"	x	\$10	
SBD-9138-P	7/99	Plumbing - "Wisconsin Water Treatment Handbook"	x	\$10	
SBD-10089-P	1/97	POWTS - "Wisconsin Private Sewage Systems Handbook"	x	\$10	Currently Unavailable
SBD-9046-P	11/02	"Soil & Site Evaluation Handbook"	x	\$10	
SBD-8518-P	4/98	"Plan Submittal Manual - Private Sewage Systems"	x	\$10	Currently Unavailable
SBD-9150-P	11/02	"Rental Weatherization Commentary"	x	\$10	
SBD-8466-P	8/03	"Uniform Dwelling Code (UDC) & Commentary"	x	\$21	
SBD-9534-P	8/99	"Wisconsin Plumbing Inspector Handbook"	x	\$10	

Make checks payable to: Safety and Buildings Division

Mail order form and check for the total cost of any documents to:

Wisconsin Department of Commerce

PO Box 2509

Madison, WI 53701-2509

Grand Total

REVENUE

CODE-8035

Check the box(s) listed below for one free copy of the selected document(s)

Document Title	
UDC Energy Worksheet, SBD-5518	<input type="checkbox"/>
Building a Home in Wisconsin, SBD-7955-P	<input type="checkbox"/>
Erosion Control Brochure and Plot Plan	<input type="checkbox"/>
Rental Weatherization Important Information for Buyers and Sellers, SBD-7366-P	<input type="checkbox"/>

Fill in the name and street address (not PO box) of where to send the documents. (Please note UPS will not deliver to PO boxes).

Please include daytime phone in case of questions.

First and Last Name	
Business Name	
Street Address	
City, State, and Zip Code	
Daytime Phone	

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m)].

The Department of Commerce is an equal opportunity service provider and employer. If you need assistance to access services or need material in an alternate format, please contact the Department at (608) 266-3151 or TTY (608) 264-8777